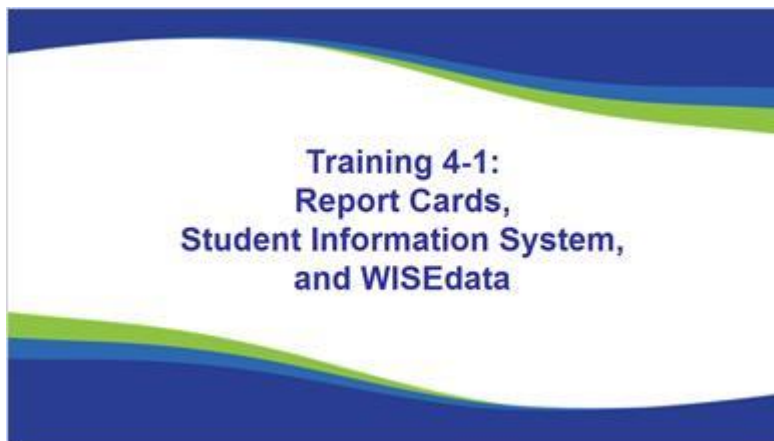


Choice Training 4-1-SIS-WISEData

1. SIS and WISEData and Report Cards

1.1 Training 4-1:



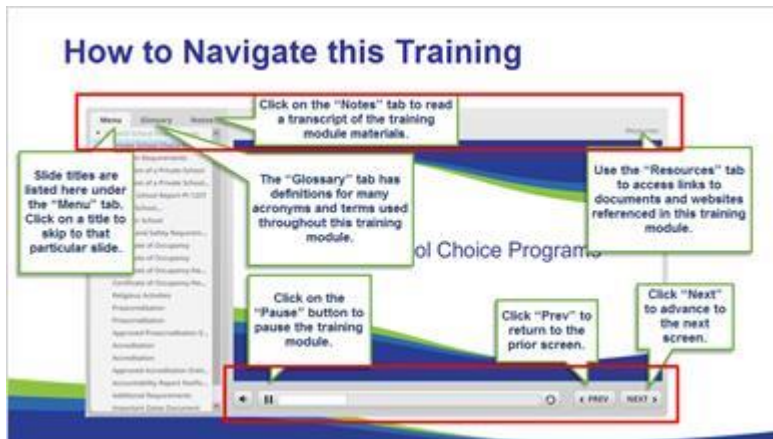
Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. § 119.23 and 118.60, as well as Wis. Admin. Codes PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss state Report Cards, the school's Student information System (SIS), and the WISEdata system. The presentation will begin with an overview of Report Cards followed by an overview of the SIS and WISEdata. The presentation will then review how these topics are related for schools.



4-1.2 How to Navigate this Training Module



Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

4-1.3 Choice Pupil Report Card

Choice Pupil Report Card

- All Choice schools receive a Choice Pupil Report Card.
- This school report card only includes Choice students.




Notes:

All private schools participating in the Private School Choice Program (PSCP) will receive a Choice Pupil Report Card. The Choice Pupil Report Card issued only includes Choice students at the private school.

4-1.4 Private School Report Card

Private School Report Card

- Choice schools may choose to also have a Private School Report Card.
- This report card includes both Choice and non-Choice students.
- Choice schools indicate on the Private School Report Card Form if the school will receive this report card.
- The Private School Report Card Form is due by August 1.



Notes:

Choice schools have the option of receiving a Private School Report Card in addition to the Choice Pupil Report Card. The Private School Report Card includes both Choice and non-Choice students at the private school.

All Choice schools must complete a Private School Report Card Form indicating if their school will receive a Private School Report Card. On this form, schools will choose to either opt to have, or not have, this additional report card. The Private School Report Card Form is due by August 1. The completed form should be signed, scanned and emailed to the department at DPI.PrivateSchoolChoice@dpi.wi.gov by August 1. Choice schools who are not making a change to their prior year report card option do not need to send a new form. A link to the Private School Report Card Form can be found on the DPI School Submitted Reports and Form webpage in the resources tab at the top of the training module screen.

After August 1, the next opportunity to change the school's option for the Private School Report Card is the following August 1. Due to data collection processes, the department cannot change the data collection for Choice and non-Choice students until the next school year.

4-1.5 Private School Report Card (continued)

Private School Report Card (continued)

- Choice schools opting to have a Private School Report Card will:
 - Administer state required assessments for all students, Choice and non-Choice.
 - Submit student-level data elements for all students, Choice and non-Choice.
 - Inform parents of non-Choice students that student-level data is being submitted.
- Choice schools must submit two years of data before a Private School Report Card is issued.

Notes:

Choice schools who opt to have the Private School Report Card will administer, pay for, and submit performance and participation results for all non-Choice students for all state


required assessments. Parents may opt their child(ren) out of the state required assessment as provided by state law.

Choice schools who opt to have the Private School Report Card will submit to the DPI the student-level data elements such as enrollment, attendance, high school completion (if applicable), dropout, and student demographic data for all students.

If a school opts to have a Private School Report card, the school must inform all the parents of non-Choice students that the school will have a Private School Report Card and that student-level data for non-Choice students will be submitted to the DPI for report card purposes.

Choice schools will need to submit a minimum of two consecutive years of data for its non-Choice students before a Private School Report Card will be issued for a school. The DPI will issue a Private School Report Card if there is sufficient data to calculate a score.

4-1.6 Report Card Secure Release



Report Card Secure Release

- DPI provides a secure release of report cards for school review prior to the public release.
- Data is not redacted or suppressed in the secure report cards.
- Secure report cards and data from secure report cards should never be shared with the public.
- Schools access SAFE, DPI's Secure Access File Exchange, to review the secure reports.

Notes:

DPI provides a secure release of report cards for school review prior to the public release. Schools access SAFE, DPI's Secure Access File Exchange, to view the secure reports. A link to SAFE is available in the resources tab at the top of the training module screen.

Student data is not redacted or suppressed in the secure report cards. The secure release version of the report cards includes data for groups of less than 20 students; however the scores are not based upon these groups. Individual student information could be derived from these report cards.

Please note that even if the school has less than 20 students, Choice schools will submit secure attendance, graduation and demographic data for all Choice students and also non-Choice students if the school opts to have a Private School Report Card.

All Report Cards in SAFE are considered preliminary and secure and should not be shared with local media, the parents, or other members of the public. Further, the results are embargoed until the public release.

DPI takes student privacy seriously and reminds educators of the following data privacy issues:

1. Secure report cards in SAFE contain potentially identifiable student information; they are un-redacted.
2. Secure report cards, all data, scores and ratings contained within, are embargoed. They are never for public release. The secure data is to be used by educators to drive their continuous school improvement efforts.
3. Do not share the secure reports or any information from the secure report cards with local media, with parents or the school's governing board. Please use the public report cards for those audiences.

4-1.7 Report Card Public Release

Report Card Public Release

- Choice schools can share the public report card.
- Data is redacted and suppressed in secure report cards.
- These report cards are available on the DPI Office of Educational Accountability webpage.



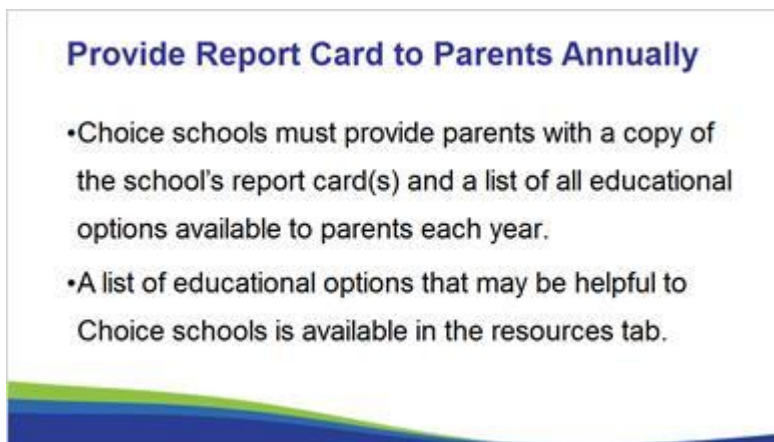
Notes:

Choice schools can share the public school release version of the report cards. These report cards have redacted student data, as applicable, and can be shared with local media, parents, the school's governing board, or other members of the public.

DPI does not calculate scores for, nor present data based upon, groups of fewer than 20 students in the public school report cards. For the public school report cards, any groups of less than 20 students appear as "<20".

The public report cards are available on the DPI Office of Educational Accountability webpage. A link to the webpage can be found in the resources tab at the top of the training module screen.

4-1.8 Provide Report Card to Parents Annually



Provide Report Card to Parents Annually

- Choice schools must provide parents with a copy of the school's report card(s) and a list of all educational options available to parents each year.
- A list of educational options that may be helpful to Choice schools is available in the resources tab.

Notes:

Please note, Choice schools are required, under Wis. Stat. §115.385(4), to annually



provide parents with a copy of the school's report card(s) and a list of all educational options available to that parent.

Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental Choice program, charter schools, virtual schools, full-time open enrollment, youth options, course options, and options for pupils enrolled in a home-based private educational program.

The department has a list of educational options that may be helpful to schools as they prepare this notice. A link to the educational options list can be found in the resources tab at the top of the training module screen.

4-1.9 Provide Report Card to Parents Annually

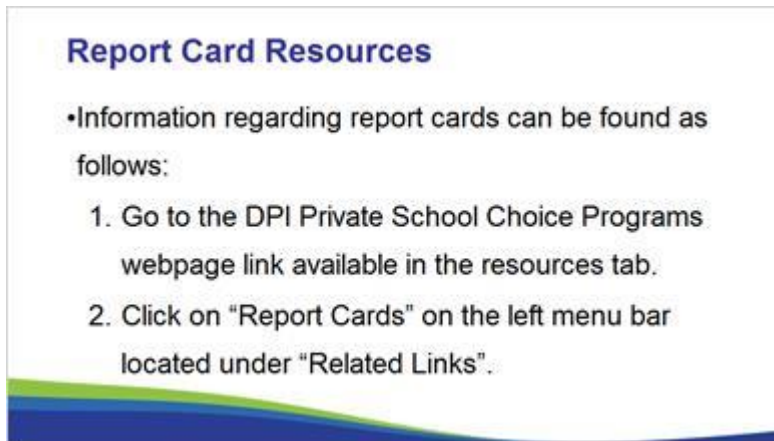
Post Report Card to School Website

- Choice schools who have a school website are required to post the school's report card(s) to the school's website home page within 30 days after DPI publishes the report cards.

Notes:

Choice schools who have a school website are required, under Wis. Stat. §§ 119.23 (9m) and 118.60 (9m), to post the school's report card(s) to the school's website home page within 30 days after DPI publishes the report cards. Choice schools must prominently link, from the school's home page, the school's most recent report card(s).

4-1.10 Report Card Resources



Notes:

Information regarding report cards can be found as follows:

1. Go to the DPI Private School Choice Programs link available in the resources tab.
2. Click on "Report Cards" on the left menu bar located under "Related Links".


The Report Card webpage has several resources to help schools learn about the report cards including the "Interpretive Guide", "Report Cards At-A-Glance", and "Report Card FAQ".

A link to the Private School Choice Program webpage and the Report Card webpage can be found in the resources tab at the top of the training module screen.

4-1.11 Report Card Questions

Report Card Questions

- Choice schools should contact DPI's Office of Educational Accountability at oeamail@dpi.wi.gov with any questions about the report cards.




Notes:

Choice schools should contact DPI's Office of Educational Accountability at oeamail@dpi.wi.gov with any questions about the report cards.

4-1.12 Student Information System (SIS)

Student Information System (SIS)

- All schools participating in the Private School Choice Program (PSCP or Choice) must have a SIS capable of exchanging data with the WISEdata system.
- New Choice schools must have an operational SIS by August 1 of the school year in which a school first participates in the PSCP.



Notes:

Next, the presentation will provide an overview of the Student Information System



requirements for Choice schools.

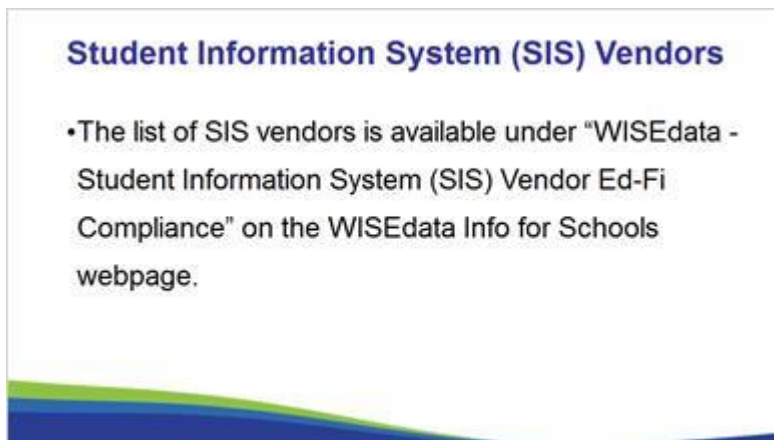
Private schools participating in the Private School Choice Program (PSCP) are required to have a commercially-available student information system (SIS) capable of exchanging data (interoperating) with the state WISEdata system.

New Choice schools must have an operational SIS vendor capable of exchanging data with the state WISEdata system by August 1 of the school year in which a school first participates in the PSCP.

Continuing schools must maintain a SIS vendor capable of exchanging data with the state WISEdata system and update the data in the school's SIS to flow through to the state WISEdata system.

Choice schools that fail to meet these requirements may not receive their PSCP payments.

4-1.13 Student Information System (SIS) Vendors



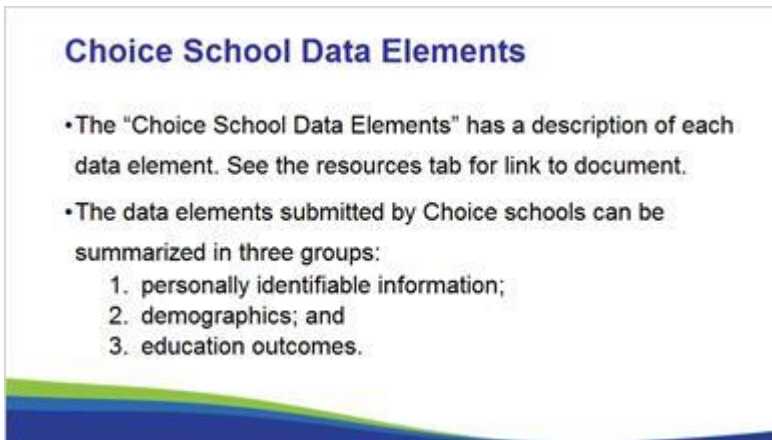
Notes:

Schools should select a vendor from the SIS vendor list that has been verified in production for Choice schools. These vendors are capable of exchanging data with the state WISEdata system for Choice schools. The list includes a column showing which vendors have been verified. A link to the WISEdata Info for Schools webpage with the list of SIS vendors can be found in the resources tab at the top of the training module

screen.

New schools should not delay selecting a vendor, starting a SIS project to implement the vendor system at your school, and loading student data in the SIS as this process can take several months.

4-1.14 Choice School Data Elements



Choice School Data Elements

- The "Choice School Data Elements" has a description of each data element. See the resources tab for link to document.
- The data elements submitted by Choice schools can be summarized in three groups:
 1. personally identifiable information;
 2. demographics; and
 3. education outcomes.

Notes:

The last part of the presentation will review WISEdata information including "Choice School Data Elements", WISEids, and Snapshots.

The "Choice School Data Elements" document has the student data that schools will load into their SIS to flow through to the state WISEdata system. The document includes a list or table of expected values for each data element. Schools should carefully review this document to understand the data. The data elements are organized into three groups: personally identifiable information, demographics, and education outcomes. A link to the WISEdata webpage with the Choice School Data Elements document can be found in the resources tab at the top of the training module screen.

Each Choice school is responsible for the work of gathering the student data, completing entry into the SIS, and submitting the student data to the state WISEdata system.


It is very important that the data reported each year by Choice schools is complete and

accurate, because the data is used in the school's current year report card(s) and in future years to calculate growth.

4-1.15 Choice Schools Sending Student Data

Choice Schools Sending Student Data

- Which students should be included when sending data from the SIS to the WISEdata system?
 - All Choice students.
 - Choice schools that opt to have a Private School Report Card will also submit data for non-Choice students.



Notes:

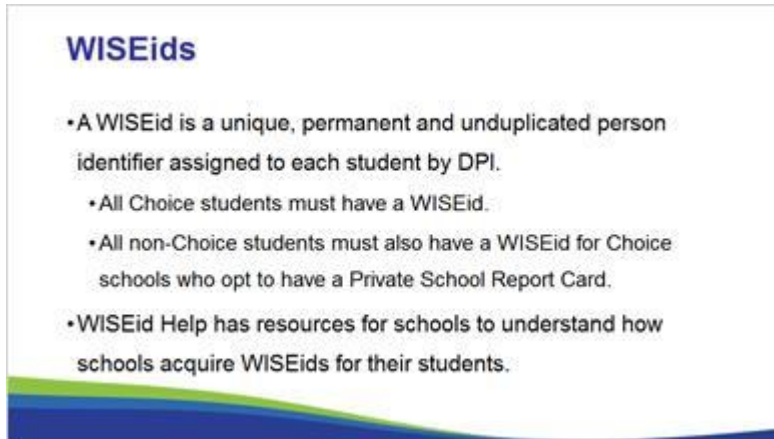
Choice schools will indicate in their SIS which students are Choice students. Schools should contact their SIS vendors to learn more about this process.

Choice schools will send data for all Choice students. Choice schools that opt to have a Private School Report Card will also send data for all non-Choice students.

As mentioned in the Report Card section of this presentation, Choice schools with less than 20 students must submit data for students. DPI does not calculate scores for, nor present data based upon, groups of fewer than 20 students in the school report cards. The public release version of the school report cards show groups of less than 20 students as "<20".

All Choice schools must submit secure attendance, graduation and demographic data for Choice students. Choice schools who opt to have a Private School Report Card will also submit secure attendance, graduation and demographic data for non-Choice students. This data, along with student-level assessment data, will be used to create the annual school report cards mandated by the state legislature.

4-1.16 WISEids



Notes:

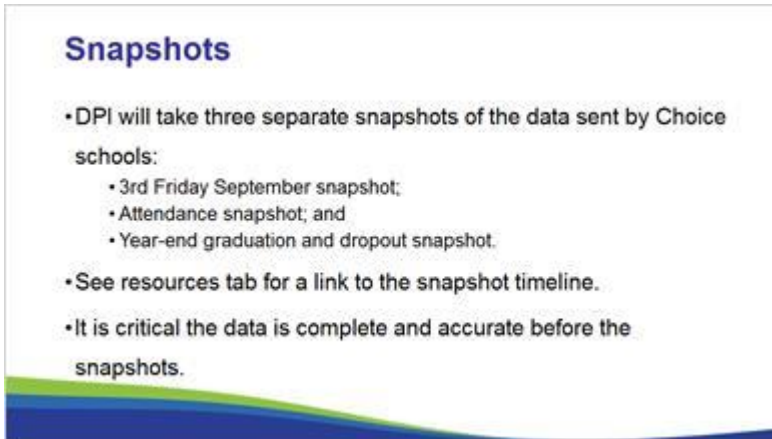
A WISEid is a unique, permanent and unduplicated person identifier assigned to each student by DPI.

All Choice students must have an assigned WISEid. Choice schools that opt to have a Private School Report Card must have WISEids for both Choice and non-Choice students.

WISEid Help has resources for schools to understand how schools acquire WISEids for their students. Schools should review the FAQs, Training Videos, Quick Start Guide and other resources to learn more about this process.

A link to WISEid Help can be found in the resources tab at the top of the training module screen.

4-1.17 Snapshots



Snapshots

- DPI will take three separate snapshots of the data sent by Choice schools:
 - 3rd Friday September snapshot;
 - Attendance snapshot; and
 - Year-end graduation and dropout snapshot.
- See resources tab for a link to the snapshot timeline.
- It is critical the data is complete and accurate before the snapshots.

Notes:

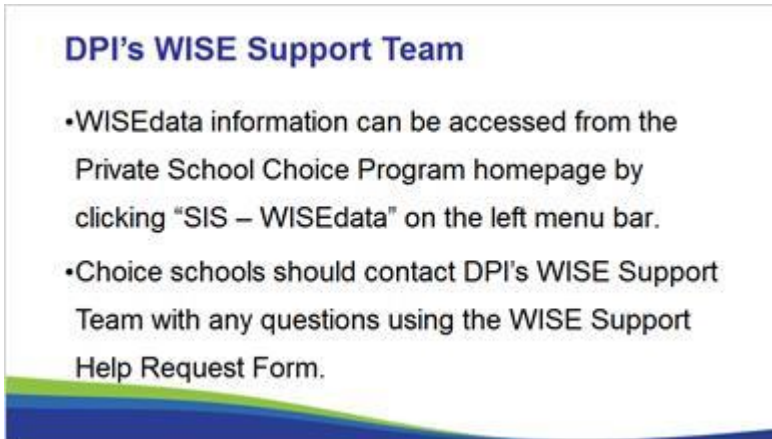
DPI will take three separate snapshots of the data sent by Choice schools: the 3rd Friday September snapshot, the attendance snapshot, and the year-end graduation and dropout snapshot. A link to the WISEdata webpage with the snapshot timeline can be found in the resources tab at the top of the training module screen.

Choice schools must regularly update the data in the school's SIS to flow through to the state WISEdata system. Schools must also regularly review the school's data quality metrics in the WISEdata system to ensure the data is complete and accurate.

The school's data must be complete and accurate prior to each of the three snapshots.

It is very important that the data reported each year by Choice schools is complete and accurate, because the data is used in the school's current year report card(s) and in future years to calculate growth.

4-1.18 DPI's WISE Support Team



DPI's WISE Support Team

- WISEdata information can be accessed from the Private School Choice Program homepage by clicking "SIS – WISEdata" on the left menu bar.
- Choice schools should contact DPI's WISE Support Team with any questions using the WISE Support Help Request Form.

Notes:

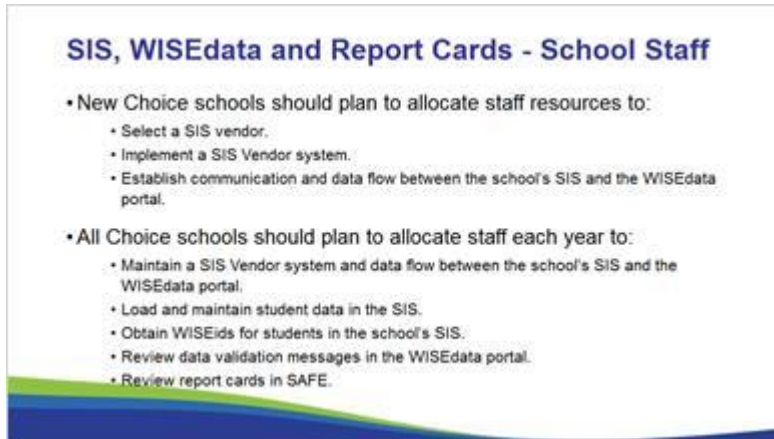
Choice schools can access DPI's SIS-WISEdata webpage from the Private School Choice Program homepage.

Choice schools should contact DPI's WISE Support Team with any questions related to WISEids, the WISEdata portal, the Choice data elements, and snapshots. Choice schools contact the WISE Support Team by entering a WISE Support Help Request Form located on the help menu of the WISEdata homepage.

Links to the Private School Choice Program homepage, WISEdata page, and WISE Support Help Request Form can be accessed in the resources tab at the top of the training module screen.

The DPI WISE Support Team will provide guidance to new Choice schools regarding timelines and steps that need to be completed to exchange data with the state WISEdata system.

4-1.19 SIS, WISEdata and Report Cards - School Staff



SIS, WISEdata and Report Cards - School Staff

- New Choice schools should plan to allocate staff resources to:
 - Select a SIS vendor.
 - Implement a SIS Vendor system.
 - Establish communication and data flow between the school's SIS and the WISEdata portal.
- All Choice schools should plan to allocate staff each year to:
 - Maintain a SIS Vendor system and data flow between the school's SIS and the WISEdata portal.
 - Load and maintain student data in the SIS.
 - Obtain WISEids for students in the school's SIS.
 - Review data validation messages in the WISEdata portal.
 - Review report cards in SAFE.

Notes:

Choice schools should plan for and allocate school staff resources for the SIS, WISEdata, and Report Card work each year. DPI's WISE Support Team and Report Card Team will provide guidance to Choice schools regarding timelines and steps that need to be done to complete this work. These teams will communicate with Choice schools via email and/or user group webinars.

New Choice schools will need to:

- Select a SIS vendor.
- Implement and maintain a SIS Vendor system.
- Establish communication and data flow between the school's SIS and the WISEdata portal.

As mentioned earlier in the presentation, new Choice schools must have an operational SIS vendor capable of exchanging data with the state WISEdata system by August 1 of the school year in which a school first participates in the PSCP. Schools should not delay in starting a SIS project as this work can take several months to complete.

Additionally, all Choice schools each year will need to:

- Maintain a SIS Vendor system and the data flow between the school's SIS and the WISEdata portal.
- Load and maintain student data in the SIS.
- Obtain WISEids for students in the school's SIS.



- Review data validation messages in the WISEdata portal.
- Review report cards in SAFE.

It is very important that school's prioritize and complete this work on a timely basis. Schools must ensure the data reported is complete and accurate prior to each of the snapshots as this data is used in the school's current year report card(s) and in future years to calculate growth.

4-1.20 SIS, WISEdata, and Report Cards – Data Flow

SIS, WISEdata, and Report Cards – Data Flow

- Schools regularly update SIS student data to flow to WISEdata.
- Schools regularly review data quality metrics in WISEdata.
- DPI takes snapshots of the student data in WISEdata, which is used with the student assessment data, to create report cards.
- Schools review report cards in SAFE.
- Report cards released to public.

Notes:

In closing, we will review the flow of the student data starting from the school's SIS through to the report card created for the school.

As discussed on the previous slide, each Choice school is responsible for the work of gathering the student data and completing the entry of the student data into the school's SIS. Choice schools must regularly update the data in the school's SIS to flow through to the state WISEdata system. Schools must also regularly review the school's data quality metrics in the WISEdata system to ensure the data is complete and accurate.

DPI will take three separate snapshots of the data sent by Choice schools: the 3rd Friday September snapshot, the attendance snapshot, and the year-end graduation and dropout snapshot.

Each fall following the reporting of the data for the prior school year, schools are given the opportunity to review the report cards prior to the public release.

It is very important that the data reported by Choice schools is complete and accurate, because the data is used in the school's current year report card(s) and in future years to calculate growth.

All Choice schools must submit secure attendance, graduation and demographic data for Choice students. Choice schools who opt to have a Private School Report Card will also submit this data for non-Choice students. This student data that flows from the school's SIS, along with student-level assessment data, will be used to create the annual school report cards mandated by the state legislature.

Choice schools that fail to meet these requirements may not receive their PSCP payments.



Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.